

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
March 17, 2008**

PRESENT: TOM CLOW, CHAIRMAN; HELEEN KURK, SELECTMAN; WENDY CLARK, SELECTMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

TOWN ADMINISTRATOR: Fred Ventresco

RECORDING SECRETARY: Cherry Palmisano

GUESTS: Tina Pelletier, George Malette, Frank Campana, Evelyn Connor, William Tiffany, David Hewey, Chief Begin, Danielle Krause, Nick Mavolis, Phil St. Cyr, Betty Straw, Sherry Burdick, Mike Atkinson, Andy Shortt, Jon Quigley, Josh Lussier, Carl Knapp, Chief Richards, Terry Knowles, Ruth Jones, Pat Turner, Malcolm Wright

6:00 p.m. Chairman Clow called the meeting to order.

1. SWEARING IN OF ELECTED OFFICIALS

Town Clerk, Ms. Evelyn Connor, swore in Tina Pelletier as School Clerk; William Tiffany and David Hewey to the Board of Fire Wards.

Ms. Connor swore in Gregory Begin as the Town of Weare Chief of Police.

Ms. Connor swore in Richard W. Butt and Keith R. Lacasse as Town of Weare Board of Selectmen.

2. BOARD OF SELECTMEN TO APPOINT CHAIRMAN AND VICE CHAIRMAN TO THE BOARD AND EX-OFFICIO APPOINTMENTS

Selectman Kurk moved, Selectman Butt seconded to nominate Thomas Clow as Chairman of the Board of Selectman and Wendy Clark as Vice Chairman of the Board of Selectman. Passed 5-0-0.

3. PUBLIC COMMENT – Mr. Frank Campana extended his appreciation to the 3 returning members and to Donna Osborne and Joe Fiala for including in the Town Report all the Town Employees and salaries. Mr. Campana feels this is important to include in the Town Report and would like to request of all the Board members, that this request be extended to remain in the Town Mailer. He would like to see the school report included in the Town Report as well.

4. DEPARTMENT HEADS – Ms. Connor reminded the public that it is posted they are having a recount for questions 21 and 27 on the Town Ballot on Thursday night. Ms. Connor said Ms. Laura Buono will be sworn in as Town Moderator.

Ms. Connor announced there will be a rabies clinic on April 9th from 6:30-7:30; there will be a \$10.00 fee. Dog licenses are due in April.

Ms. Connor thanked the previous Board of Selectman. Ms. Connor said she was very disappointed with the voter turnout; there are 5,802 registered voters and only 1,587 voted.

Ms. Tina Pelletier gave the Board some voids to sign and checks to reissue; this will cleanup the outstanding check list from the Treasurer. Ms. Pelletier has vouchers pertaining to the engineering escrow accounts that need the Treasurer to withdraw monies and put back into the General Fund totaling \$40,000. Ms. Pelletier said

FINAL

these are checks that were not cashed and they are outdated so she is voiding them and reissuing the checks. The Board discussed why these checks were being voided; some of these checks were for Weare Police Association dues for \$5.00 per week taken out of their checks. Checks should be void after 90 days. Vice Chairman Clark asked why there is no information on the check saying what it is for. Ms. Pelletier said she has all the back up information.

Chief Robert Richards gave the Board the dispatch contract for base 100 which needs to be signed. Chief Richards said the dry hydrant located below Lancots store, broke off and washed down stream. Chief Richards said he spoke with Naomi Bolton to ask if the bond was still on the hydrant; it was discussed it was released. Chief Richards is requesting to access the Cistern Maintenance Fund Capital Reserve Fund to fix the hydrant; he received a price of \$75.00. Chief Richards said it will be repaired when the weather is warm. Chief Richards said the Capital Reserve article passed for their communication and he wants to start working with R and R Communications. Chief Begin and Carl Knapp and they will be utilizing their own people to get the towers up as soon as the ground thaws. Chief Richards said the topographic area of Weare has terrible communication and putting up 14 more antennas in the area where there is bad communication should eliminate all the dead communication spots. Chairman Clow asked Chief Richards to use the form to access funds from the Capital Reserve Fund. Selectman Butt said he was unaware of this Capital Reserve Fund and asked when it has ever been expended. Chief Richards said this fund should be increased over time to have funds available in case of the need to replace a cistern, which is approximately \$50,000.

Chairman Clow moved, Selectman Butt seconded to approve the expenditure of \$75.00 from the Cistern Maintenance Fund contingent upon receiving the form. Passed 5-0-0.

Vice Chairman Clark asked if the Cistern Maintenance Fund would be able to replace a cistern. Chief Richards said that is what the fund is for. Chairman Clow said they will clarify the name of the fund before signing off.

Chief Richards said the article failed to expend the funds earlier to purchase the chassis and is asking if they can go to DRA. Chief Richards said it will cost \$20,000-\$25,000 more to order the truck at this time next year instead of being able to order it earlier. Selectman Butt commented on the process being started earlier. Chief Richards said if they pre pay then the town saves money. Selectman Butt is wondering if the amount of money in the fund is enough to commit to the price. Chief Richards said it depends on who they use as a vendor and said no there is not enough money to purchase the chassis.

Mr. Carl Knapp thanked the past Board. Mr. Knapp said they are disappointed that the new highway garage did not pass but they will carry on. Mr. Knapp said the radio project will be complete soon. Mr. Knapp said the 1 ton in the CIP article is currently out to bid. He is fine tuning the bid specifications for the excavator to send it out to bid. Mr. Knapp said the trash compactor will be paid off; there is \$34,721.17 left to pay.

Mr. Knapp would like to schedule to have the 3rd axles for the 2 trash trailers put on. This will help them from having to haul the trailers more and give the trailers a 9 ton extra pay load. Every 2 trailers that leave will save a trailer load and it won't take long to pay for those axles in savings. Mr. Knapp would like to have these installed at Donovan Spring in Londonderry at a total cost of \$9,800 for both trailers. Mr. Knapp said he asked for \$10,000 and would like to schedule to have this done. Mr. Ventresco said according to the policy this should go out to bid. Vice Chairman Clark said because this is a specialty is it wise to send it out to bid. Mr. Ventresco said it might be wasteful to spend the money to put this out to bid. Mr. Knapp said they do business with this company a lot and they are reliable. Selectman Butt asked if the price includes installation. Mr. Knapp said that includes everything. Mr. Knapp is just asking to not have to go out to bid. Chairman Clow commented on Mr. Knapp saying this is the only company locally that does trailer axles. Mr. Knapp said there are other companies but they are a lot further away and they have to truck these trailers to the location. Selectman Lacasse asked how long before this shows payoff. Mr. Knapp said every 2 trailers trucked will save 1 trailer load. Mr. Knapp said they keep these trailers for 20 years. Chairman Clow said the only issue is if these need to go out to bid. This is a policy set forth by the Board of Selectmen and can be over ridden. Selectman Kurk said it does not

FINAL

make sense to send it out to bid, because each axle does not cost over \$5,000, and any other company would have us add a large transportation cost.

Selectman Kurk moved, Vice Chairman Clark seconded to spend \$9,800 for the 2 trailer axles including installation. Passed 5-0-0.

Mr. Knapp said the winter maintenance overtime was spent a long time ago. The salt budget is close to being gone; therefore they won't have funds available for December. Mr. Knapp said they will have to get salt before Thanksgiving. Mr. Knapp said it takes 3 loads per storm totaling \$4,500-\$5,000 per storm. Mr. Knapp thinks they should have no less than 15 loads before December and should reload in the spring for the best price. Mr. Knapp is very concerned about vehicle maintenance and said the default budget is going to kill them this year, they barely just started inspections for March and he is very concerned with this line. They have spent well over half already in maintenance. Chairman Clow said they will have to take a look at the whole budget. Mr. Knapp said they do have a job opening at the Transfer Station and he has received applications and wants to know how the Board wants to proceed. Mr. Knapp said a truck driver was not able to come back to work and Matt took that job, which opened a position at the Transfer Station. Mr. Knapp said this has been posted for a while and has no closing date. Chairman Clow suggests they wait until after they review the whole budget and decisions are made. Mr. Knapp said he has utilized some part-time help right now. Chairman Clow asked Mr. Knapp if he has applicants in mind. Mr. Knapp said he has some people who are interested. Selectman Butt said if they wait on hiring they might lose the applicants. Mr. Knapp said he is ready and it was discussed the applicants will come in for the next BOS meeting. The hourly salary is \$9.50 for this full time position. Mr. Knapp said they will be done snow plowing soon and Matt took the full time position as truck driver and would like to know where he stands.

Vice Chairman Clark asked about the posted limit signs and asked if the whole town is posted. Mr. Knapp said they post in mid March and the signs have started to be put up today.

5. REQUEST FOR EXPENDITURE FROM THE CHARLES AND ETHEL EASTMAN FUND BY THE MILDRED HALL BEQUEST ADVISORY COMMITTEE – Chairman Clow said this came up at their last meeting and they had questions regarding the request. Clow said the question was why there was a change in the cost of the easement, know the committee controls the funds and he was asking where the BOS fits into this decision. Ms. Knowles said Mildred Hall's family lived in the town for over 200 years, she had no children and left money \$1 million dollars in her will to repair a lot of town buildings. Mildred Hall directed in her will that the BOS voted the rules and regulations for this committee and the Weare Historical Committee voted on the members. Ms. Knowles said the Brown project came before them and they were asked to fund a small amount of this project, which they agreed to do. Ms. Knowles received an email from the Society stating the property was appraised higher then originally thought, so therefore they are asking 3 different groups for additional funds. Ms. Knowles said it was their decision to fund \$24,000 and hopes the Russell Foundation would pick up the rest. Ms. Knowles said there is \$881,937 remaining in the Charles and Ethel Eastman Fund.

Vice Chairman Clark asked if there was a purchase and sales agreement on this land. Ms. Knowles said the agreement was between the Brown Family and the Forrest Society and there is actually a \$37,000 gap. Ms. Knowles said in this case they are buying the development rights from the Brown Family so this land will never be developed. No town money is being used; it is private funding. Ms. Knowles said this is part of a larger plan for conservation land. Selectman Butt asked if it is linked to another property. Ms. Knowles said it is next to the cemetery but there is land there that the property owners are looking to put into conservation easement as well creating a larger protected property. Selectman Lacasse asked how this affects taxes. It was discussed the land is most likely currently in current use. Chairman Clow questions the change in price which came about because the change in appraisal. Chairman Clow said Ms. Knowles is looking for \$24,000 so they can present a voucher to the Trustees of the Trust Fund to expend the money with the BOS approval. Ms. Knowles said they were not planning on it being contingent on the funds from the Russell Foundation but it is at the discretion of the BOS.

FINAL

Selectman Kurk moved, Chairman Clow seconded to approve the expenditure of \$24,000 from the Charles & Ethel Eastman Fund to use towards purchasing the easement on the Brown property. Passed 5-0-0.

6. PRIMEX PRESENTATION TO BOARD OF SELECTMEN – Mr. Nick Manolis along with Phil St. Cyr said they want to reintroduce Primex and discuss progress on liability and discuss lack of multi year agreement with Primex. Mr. Manolis said they are a 29 year old risk management pool, providing policies to schools and municipalities; providing coverage for public sectors only. In 1979 the relationship with Weare for worker's compensation started, which is a long term relationship; partners in liability since 1999. Mr. Manolis commented that at their last meeting with the BOS the town was unsure they would stay with Primex. Mr. Manolis hopes in October they will be able to sign a multi year agreement for Worker's Compensation, which will equal a 5% deduction in the town's contribution. Mr. Manolis said Primex is very active in training and consulting to make the town successful. They are not a commercial insurance company; they are pooled together with other entities. It was discussed poor performance hurts the whole pool. Mr. Manolis commented on Weare not being eligible for the multi year agreement, performance equals cost and affects the whole pool. For the benefit of the pool, they offered Weare a one year agreement for the strength of the pool.

Mr. Phil St. Cyr offered assistance to the Board from Primex for what ever they need. Mr. St. Cyr said there were 4 areas of concern in doing the assessment that need to be addressed regarding the 2000 report from the Fire Marshall. The town has older structures that need to be updated and there are concerns with the life safety and fire that need remediation. There is a history of lightning strikes to structures in town and there are things that can be done to protect critical infrastructure and communications for police and fire. Mr. St. Cyr said the town has had a history of flooding, which is not unusual; they are seeing events in NH that never had history before. To protect against flooding the town needs to make sure all culverts are cleared, rapid thaw with rain will create trouble and flooding. Chairman Clow commented on Mr. Knapp putting in larger sized culverts. Mr. Knapp said there are still areas of concern. Mr. St. Cyr said vehicle related accidents, 5 vehicle accidents per year for the town typically have to do with backing, there is equipment available fairly inexpensive for backing up using sensing devices. Mr. St. Cyr commented on awareness and accountability. Selectman Kurk asked if that is where the vehicle related accidents have occurred. Mr. St. Cyr said the Fire Department has had incidents and the Police has had a couple of incidents as well regarding backing a vehicle; Primex offers free training. Mr. St. Cyr said Primex is doing what ever the town requests for assistance.

Mr. Manolis said they will be working with Mr. Ventresco in updating the Sexual Harassment policy and employee practices.

Mr. Manolis said they want to see movement on the Prime Program; 10 risks. Mr. Manolis said prime indicates to Primex that the town has the infrastructure to provide safe practices. Working together they feel there will be significant improvement and hopefully the town will qualify for a multi year agreement in October. The town is close to achieving prime.

The Board discussed the sexual harassment training course; Primex will hold multiple sessions if possible to accommodate all town employees. Chairman Clow said they cannot expect employees do this training on their own time. Mr. Ventresco mentioned the last time this training was held they closed some departments to hold the training. It would be best to hold the Fire Department's training in the evening. Mr. St. Cyr said they can be adaptable. Vice chairman Clark commented on this training being made mandatory. Selectman Butt said he has concerns with the town not qualifying for the multi year agreement and some issues seem to be administrative. Selectman Butt asked how measurable these items of concern are. Mr. Manolis said when you take a look at frequency and measurability, the frequency trend is up and total incurred costs are clearly identifiable. 10 elements must be completed to qualify for prime status. It was discussed Mr. St. Cyr is a regular attendee at the Joint Loss Committee meetings. Selectman Butt wants to know how many other towns are in the same situation. Mr. St. Cyr said from the Worker's Compensation standpoint Weare is doing fine, the Prime program makes

FINAL

sure all policies are being properly used and doing what is possible to complete Joint Loss Committee recommendations. As long as there is forward progress, some things are beyond the town's control because of funds and severe weather which they cannot predict how it will affect the community. Mr. St. Cyr said the town is taking steps to reduce occurrences. Mr. Manolis said they are working with a community whose performance has been awful with regards to workers compensation and unless they gain control they will not be allowed to continue in the pool. Another town has concerns with liability and taking steps to eliminate problems.

Mr. Manolis said the town is paying \$45,000-\$50,000 on Property Liability and \$40,000-\$45,000 on Workers Comp per year. Mr. Manolis said the town is doing a great job on the liability side. Vice Chairman Clark asked about the lighting strikes. Mr. St. Cyr said typically it depends on what is being protected, serge protectors or whole building protection systems and how critical is the system you are protecting. Vice Chairman Clark asked if everyone is on the server. Mr. Ventresco said yes, but everyone does things individually on their own PCs. Selectman Kurk asked for breakdown on lighting strikes, knows the highway department and Mine Hill. Mr. St. Cyr will look back 10 years to research the occurrence of lighting strikes. Current prices are based on 4 years back. Selectman Kurk would like to see a history of all incidents. .

Ms. Burdick asked if Primex has ever considered bringing up safety concerns to employees on a monthly basis. Mr. St. Cyr said these issues are discussed at the Joint Loss Management Committee meetings on a monthly basis.

7. DISCUSSION OF FIRE MARSHALL'S REPORT – Mr. Ventresco said at the last meeting he was given the authorization to contact a professional Fire Protection Engineer. He contacted an engineer who will begin next week. Mr. Ventresco said the proposal he has is for \$2,650 and it was authorized to spend up to \$2,500. It was discussed the Code Enforcement Officer and Fire Chief agreed with this one individual engineer.

Selectman Kurk asked what this Fire Protection Engineer will do. Mr. Ventresco said he will prioritize the list of items that needs to be and he will consult personally with the Fire Marshall and give them a plan of action. Selectman Kurk asked if the engineer will compare fire retarding the walls to installing a sprinkler system. Mr. Ventresco said they will all meet and discuss all possibilities. Selectman Lacasse asked if the engineer will also be providing estimates to get the work done. Mr. Ventresco said he does not believe so. Selectman Lacasse asked why the towns Fire Department and Building Department cannot prepare this list. Mr. Ventresco said when building issues arrive they are run through these committees; the Fire Marshall said something had to be done now and emphasized the need to hire a professional fire protection engineer. Mr. Ventresco said the Code Enforcement Officer, Fire Chief and Building Committee all agreed to hire the professional. Mr. Ventresco said there are numerous items on the list. Mr. Ventresco commented on the Fire Marshall not being pleased with the town not making much progress since the last letter.

It was discussed the Building and Maintenance Fund did not pass and the motion was made last week contingent upon the article passing. Mr. Ventresco commented on this being a study. This has not been submitted to the Trustees yet. Chairman Clow said it has to be documented under Government Buildings Fund.

Chairman Clow moved, Vice Chairman Clark seconded, to approve the additional \$150 to employee the Professional Fire Protection Engineer to complete an action plan for the building. Passed 4-0-1. Selectman Lacasse abstained.

Selectman Butt said in his mind he cannot justify the hiring of the individual, because some of the items are mundane and can be handled without the need to hire this professional. Selectman Butt said he cannot justify the 25 items and feels 4 of the items may need professional attention. Selectman Butt does not see the level of expertise needed on most of these items. Chairman Clow said they had 2 options as they saw it, get everything handled within 30 days or hire a professional fire protection engineer. Vice Chairman Clark said there was a discussion last time discussing the possibility that they could start a project and they did not know what they would find and that is why they professional engineer would be beneficial.

FINAL

Chief Richards commented on emergency lighting, which is required by code, and said they are better off hiring someone to design where the emergency lights will be needed because this is not something he can do. Chief Richards discussed means of egress. Chief Richards said the building need to be brought up to code adopted by the state of New Hampshire, right now 2003 life safety code is being utilized instead of the 2006 version. Chief Richards said they are talking about protecting the employees and the building as a whole.

Mr. Ventresco said that he toured the building along with Chief Richards and the Building Committee. Mr. George Malette said it is very important this action plan be comprehensive and properly written especially since the issues from the 2000 report have not been take care of. Mr. Ventresco said everyone was pretty overwhelmed with what needed to be done. Mr. Ventresco said these items can be taken care of but they only have 30 days to complete. Selectman Butt said some of these issues need to be completed now for life safety issues. Selectman Butt said they should be able to take care of some of these items.

Ruth Jones wondered why the discussion of the Agricultural Commission was on the agenda. Chairman Clow said it was there to inform the Board of Selectman so they could appoint a Selectman to that committee.

Vice Chairman Clark said she would think because it is all on one list, they could tell the engineer items that have been corrected, to then inform the Fire Marshall. Chairman Clow said he agrees they don't have to wait for a report from the fire protection engineer to do some of these items. Chairman Clow said Mr. Ventresco has quotes to take care of the heating in the basement. Mr. Malette commented on the replacing the ceiling tiles and then installing the sprinklers which could damage some of the new tiles being installed. Selectman Lacasse questioned if they were to make a first pass on the list could that help limit the scope of the engineer and then lower the cost to higher him. Selectman Butt said this is a problem and they are in this crisis because things of that have been put off for years. Mr. Ventresco said the Building Inspector is putting pressure on them to get some of these items done.

Selectman Butt said if they can take some action to remove some things from the list then they are showing some signs of progress and then they can take the next step to get the fire protection engineer. Mr. Ventresco reads the letter from the Fire Marshall to say it is highly recommended to higher the fire protection engineer.

Chairman Clow said they cannot answer all the questions on the list and do need to have professional guidance. Chairman Clow said hiring the professional fire protection engineer carries more weight with the Fire Marshall then just their opinions. Selectman Butt would like to see it in writing in a letter going to the Fire Marshall.

Selectman Butt commented on where the money will come from. Chairman Clow said it will go before the Trustees and most likely will come out of the General Fund.

8. DISCUSSION OF HEATING IN TOWN OFFICE BASEMENT – Mr. Ventresco said he has 2 proposals to install heat in the basement offices. Mr. Ventresco said the Building Committee meets on the first Monday of the month. Chairman Clow commented on the more extensive proposal coming in 2 parts. Mr. Ventresco said Don Burke called the individual submitting the proposal and then got the 2nd estimate which is more complete. Mr. Ventresco said the Building Committee has not yet reviewed this and recommend a proposal. Selectman Butt asked if the basement is an appropriate place to house offices, there is space available upstairs. Vice Chairman Clark agrees she would like to see those offices upstairs as well. Selectman Butt wonders if they have looked at other alternatives. Chief Richards said you will lose some of the space upstairs because of the fire escape access that needs to be added through the Conservation Commission room. Selectman Butt asked if air quality is an issue downstairs. Mr. Ventresco said yes, there use to be a system downstairs that no longer works and employees have complained about the air circulation.

Selectman Butt asked if there was a sewage issue downstairs as well. Mr. Knapp said there was a bathroom in the old locker room which drained into an ejector pump to get things out of the building. The only thing that now goes into that ejector pump is the small sink by the old jail cell. It was discussed the police department moved out of the basement because it was not healthy. Mr. Knapp said the basement is good for storage but not

FINAL

for offices. Chairman Clow said regardless of what the space is used for it cannot be just unheated space. Chairman Clow said the problem could be alleviated for just \$1,400. Selectman Butt said they employees that are in the basement would not take up much space in the upstairs Conservation Room.

Mr. Ventresco mentioned the extension cord issue because it is a big issue not a small issue; the cable room is all being run with extension cords. Mr. Ventresco said the Fire Marshall wants all the extension cords in the cable room removed. They need to possibly add additional outlets, which is recommended by the Fire Marshall and get an electrician to do so. Vice Chairman Clark asked where the money is going to come from. Chairman Clow said there are needs in this building and other buildings as well, he does not want these problems to eat up all the money.

Chairman Clow said they are trying to satisfy the Fire Marshalls request as far as the heating in the basement and they have several issues to deal with. Chairman Clow said they are at a point of how much money can they spend to patchwork problems and know if they really should be spending the money to fix these issues without knowing the future use.

Mr. Knapp said the proposal of the heating solves other issues then just heating up the employees down there. Chairman Clow said if they were to go ahead with this the money would come out of the building and maintenance fund. Mr. Ventresco said maybe he can talk with the Fire Marshall about putting off the heating issue in the basement because they are close to spring and try and buy some time to determine what they will be doing. Selectman Butt is against the heat and he feels it does not solve the isolation problem with the employees as well to relocate them and solve a couple of issues he sees. Selectman Lacasse said that it makes sense to have an action plan before just hitting the problems hard. Selectman Butt feels the Fire Marshall would be willing to listen to them trying to solve the issues and determine future use. Selectman Kurk is concerned with what will happen come October and those employees are still in the same situation, without being moved and the heating problem not solved. Chairman Clow said they should follow through with what is in the Conservation Room that has to be there and how much is the room actually used by the Commission. Chairman Clow said they also need to know what exit routes do they need with that room. Selectman Kurk hopes they will talk about the Highway Building because if it passed next year the highway secretary will be moving over to the highway garage. Ms. Sherry Burdick asked if there is space available in the Finance Administrators office to share office space.

Mr. Malette commented on in the past 2 years bringing before the voters the need for a needs assessment study and it has been rejected. Mr. Malette commented on the traffic in the building and the need for an elevator. Mr. Malette said they also need to alleviate the air quality in the basement area.

Chairman Clow commented on 1003 voters voting for the article but it needed 2/3 majority to pass.

Chairman Clow moved, Vice Chairman Clark seconded to accept the proposal for heat to add 3 zones to the basement heating system.

Selectman Kurk wants the motion to be held off until they make a determination of where employee offices will be located. It was discussed the air quality and dampness still need to be taken care of even for storage issues. Selectman Butt feels they need to make a more finalized plan.

Chairman Clow moved, Selectman Kurk seconded to withdraw the motion and table it no longer than until the meeting on August 4, 2008. Passed 5-0-0.

Mr. Ventresco commented that he will discuss this with the Fire Marshall and he may or may not approve not taking care of this problem immediately.

Mr. Ventresco discussed the issues with renting the Town Hall and said Merry Rice said there have been issues with renting the Town Hall to other non profits. Ms. Pat Turner from the Toast Masters Organization, a group to improve communication skills, made up of all volunteers who hold a contest twice a year. Ms. Turner said

FINAL

because they are a non profit organization it is hard to find a facility large enough to accommodate their size. Someone suggested to her that the Weare Town Hall might be available for this event. Mr. Ventresco asked if the organization takes in any profit or is there a fee charged. She said generally no, in her past experience they don't charge fees sometimes they do ask for minimal donations. She said they can provide a certificate of insurance and she is a Weare resident. There would still be a charge of \$10.00 for the deposit. Ms. Turner said her group has a very positive environment. The Board sees no issue with this group renting the Town Hall.

9. MEETING MINUTES

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of February 25, 2008. Passed 2-0-3.

Chairman Clow moved, Vice Chairman Clark seconded to approve the minutes of March 3, 2008 as amended. Passed 2-0-3.

Chairman Clow moved, Selectman Kurk seconded to approve the minutes of March 10, 2008 as written. Passed 3-0-2.

10. MANIFESTS

Chairman Clow moved, Selectman Kurk seconded, to authorize the Board of Selectmen to sign Manifest and order the Deputy Treasurer to sign checks dated March 20, 2008. Passed 3-0-2.

Accounts payable	\$256,640.06	(includes John Stark School)
Gross Payrolls	<u>\$40,203.76</u>	(includes Credit Union, Taxes)
Total	\$296,843.82	

Vice Chairman Clark commented on an employee using time noted as a Floating Holiday. Vice Chairman Clark commented on Ms. Pelletier cutting the checks and these things need to be stopped before it gets to the Selectman. Vice Chairman Clark said the issues are a continuous concern and need to be checked before they come before the BOS. Vice Chairman Clark said an employee left employment with the town and this time was not paid back so this is an issue that they have to be aware of for the future. Chairman Clow said the police department is different because of their contract.

Vice Chairman Clark questioned payables regarding oil and commented on some pricing at \$3.39. Mr. Ventresco said Irving services all of the propane and Putnam services their oil. Selectman Butt said he was concerns with the increased cost in fuel and commented on prices other town's are paying for energy fuels and is concerned with why the Town didn't get a pre-buy. Selectman Butt said we seem to be paying a higher amount then our neighbors and wants to know how to prevent this from happening in the future. Selectman Butt said contacting Jim Crane would have saved the town \$.50 per gallon or more and would have locked us in to a price. Chairman Clow said the discussion with combining energy fuels with the schools never came up. Chairman Clow remembers the discussion of Mr. Ventresco contacting someone on pre-buying. Chairman Clow feels combining with the schools would be a great idea. Mr. Ventresco said there was a different price for pre-buy and fixed, pre-buy you have to pay for up front, at the time when he found a place and got price it was more expensive then what they were currently paying. Selectman Butt said the prices he quoted were from fixed prices. Mr. Ventresco commented most places would give \$.12 over rack price and hardly any variation with the mark-up. Mr. Ventresco said the propane price he is comfortable with. Selectman Butt requests they contact Jim Crane at the SAU immediately.

Chairman Clow asked the Board members to come in to the building sometime between Friday and Monday's meeting and review all the payables. Chairman Clow said he goes through the payroll and looks at the numbers and spot checks the timecards. Chairman Clow said when he goes through the accounts payable; if it is a large amount he looks harder at it than a familiar vendor with a small amount.

FINAL

Selectman Butt wants to comment on article 13 passing, if that article did not pass some of the things that they discussed tonight would not be possible. Selectman Butt said Mr. Malette held a sign and had a speech ready for everyone who passed him at the polls. Selectman Butt thanked Mr. Malette for all his effort.

11. REQUESTS FOR DISCRETIONARY PRESERVATION EASEMENT – Chairman Clow would like to bring this to the Board's attention and schedule a public hearing. Selectman Kurk recused herself from this discussion. Chairman Clow said they have a request for a discretionary preservation easement from Alicia Walker on Mt. Dearborn Road. This is for abatement on the structure equal to 25-75% of the value of the structure. Chairman Clow said it is the responsibility of the Board to accept the application and then schedule a public hearing before granting the easement. Chairman Clow recommends scheduling the public hearing for April 7, 2008. Mr. Ventresco will ask Judy Rogers to forward this request to Avitar. Chairman Clow said Avitar will need to determine the value.

The Board discussed which committees they would like to sit on.

Chairman Clow would like to remain on the Planning Board.

Selectman Butt is already on 2 committees. Selectman Butt feels he wants to commit most of his time to the budget and would like to see the charter of these committees to see why a Selectman needs to sit on the committee. Selectman Butt feels if they have Board members on committees their view of those committees budget could be skewed.

Chairman Clow disagrees and feels having the Selectman on the committee gives them direct communication. Chairman Clow feels it is important to have a Selectman on the Building Committee because it creates a direct link. Chairman Clow commented on having a Selectman sitting on PARC and found this beneficial and a direct link of communication. Selectman Butt would like to look at the charters of the committees.

Selectman Butt and Selectman Kurk are on CIP Subcommittee and Selectman Butt enjoys sitting on the Citizens Corp Council. Chairman Clow asked the Board members to give him a list of the committees they would like to sit on. Mr. Malette said there is a statutory requirement for a Selectman to sit on the Heritage Commission there is no requirement for a Selectman to sit on the Agricultural Commission.

Selectman Kurk will remain on the Stone Fund.

Chairman Clow and Vice Chairman Clark will remain on the Benefit Review Committee.

Selectman Lacasse will join the Building Committee

The Board will discuss who sits on the Cable Committee, Economic Development and Joint Loss Committee.

Mr. Ventresco said in researching the committee's charters he found most do not state that a Selectman needs to sit on the committee.

12. APPOINTMENTS TO PARC AND ZONING BOARD – It was discussed there are 2 members of the Zoning Board whose terms are up and would like to be reappointed.

Chairman Clow moved, Selectman Kurk seconded to appoint Forrest Esenwine and David Rouff to the Zoning Board for 3 year terms. Passed 5-0-0.

Selectman Lacasse asked if these people are reappointed does that block other citizens from being able to join those committees. Chairman Clow said yes it does, but unfortunately there is a lack of volunteers stepping forward for any committee.

Mr. Ventresco said PARC has several members up for reappointment; Vallory King, Tom Reynolds, Gene Propper and Chuck Metcalf. Mr. Ventresco said he has not had time to review this issue. Chairman Clow said they will take this up at the next meeting with the understanding that those current committees members are in place.

FINAL

13. DISCUSSION OF DATES & TIMES FOR BOARD OF SELECTMEN MEETINGS – The Board discussed their meetings will be the 1st and 3rd Monday of the month and possibly the 5th Monday as well. Chairman Clow proposes just meeting on the 1st and 3rd Monday and not the 5th and having a 3 week gap. It was discussed come budget season they need to meet every week. The meetings will have and end time of no later than 11:00 p.m. The next regularly scheduled Selectmen meeting will be on April 7th at 7:00 p.m. Manifest meetings will also be at 7:00 p.m.

14. DISCUSSION OF BOARD OF SELECTMEN'S AGENDA FORMAT – Chairman Clow finds the current agenda difficult and has a hard time fitting everything in.

15. DISCUSSION OF MEMBERS APPOINTED TO THE AGRICULTURAL AND HERITAGE COMMISSIONS – Chairman Clow said he had this discussion put on the agenda just so it would not be delayed any longer. It was discussed the Agricultural Commission is meeting tomorrow night and Chairman Clow asked Chuck Bolton which members of the group would like to be appointed to the commission.

Mr. Malette Co-Chair of the Agricultural Committee – would like to ask the Board to post on the web site and cable channel that they are looking for members for the Agricultural Commission and the Heritage Commission. Selectman Butt mentioned the Heritage Commission was ratified by the voters 3 years ago. It was discussed nothing has been done with this commission. It will be posted on the cable channel to contact the Town Office if interested in serving on this commission.

16. BUDGET DISCUSSION AND SPENDING RESOLUTION PROPOSAL – Chairman Clow said they need to have something in place for Department Heads to work with their default budgets but also the need to have something done to compensate the Highway Department budget. Chairman Clow recommends a motion to freeze spending until they know what the needs are and where the funds will come from.

Chairman Clow moved, Selectman Lacasse seconded to restrict spending to only essentials such as wages, fuel and energy costs and items that have been depleted and must be replaced to efficiently run your department until further notice. Passed 5-0-0.

Chairman Clow asked what would happen if someone already signed up and paid for a seminar or conference. Mr. Ventresco mentioned that some conferences and training might require recertification.

Selectman Butt would like Mr. Ventresco to work with Department Heads with any issues with their budgets. Mr. Ventresco knows he will hear from departments/employees saying that there are things they need. The Board asked Mr. Ventresco to use his best judgment in decision making. Chairman Clow said he is sure Mr. Ventresco will meet with some resistance but he thinks they should be aware of the situation.

Selectman Butt said given the expenditures in the Highway Department, he would like to see the process started to contact DRA for request of emergency funds. If it is necessary, Selectman Butt, would like to know what they need to do. It was discussed Mr. Ventresco will meet with Mr. Knapp to get accurate numbers before contacting Barbara Robertson at DRA.

17. ADMINISTRATIVE REPORT – Mr. Ventresco commented on Merry Rice needing a new computer. Mr. Ventresco said they will need to put money into the computer to get it fixed. This cost will come out of the computer Capital Reserve Fund; there is \$18,000 currently in this fund. Mr. Ventresco said to have a new computer installed with monitor it will cost \$850 which includes installation and data transfer. The Capital Reserve Fund has nothing to do with the Operating Budget.

Selectman Kurk left the meeting at 11:00 p.m.

Chairman Clow moved, Vice Chairman Clark seconded to approve the expenditure of up to \$850.00 from the Computer Maintenance Capital Reserve Fund to replace the Selectmen's secretary computer. Passed 4-0-0.

FINAL

It was discussed Mr. David Erickson, President of Stone Foundation, wanted to change the criteria of a recipient having to be born in the Town of Weare. The Stone Fund Committee applied to the court to have the birth and residency eligibility requirement for recipients of this fund changed. The court has granted that change.

18. PUBLIC COMMENT

Mr. Malette asked for there to be a deadline on the Heritage and Agricultural Commission applicants. It was discussed the deadline for applications will be April 18th to apply at the Selectman's Office.

19. ADJOURNMENT at 11:10 p.m.

A True Record.

Cherry Palmisano, Recording Secretary